

# CCR Data Element Business Rules

April 22, 2011 Revision 24

For CCR Release 4.11.1

Battle Creek, MI

**New, Changed, and Deleted CCR Elements**

<b>Rev.</b>	<b>Release</b>	<b>Date</b>	<b>Element list</b>
24	4.11.1	4/22/2011	Change Business Type Code from 8A to 8W
23	4.11.1	3/22/2011	Corrected Economically Disadvantaged Women_owned Small Business type recorded as 8B rather than 8E.
22	4.11.1	2/22/2011	Added 4 new Women-Owned Small Business types: 8A Women-Owned Small Business 8E Economically Disadvantaged Women-Owned Small Business 8C Joint Venture Women-Owned Small Business 8D Joint Venture Economically Disadvantaged Women-Owned Small Business  Modified Proceeding (Question 1)
21	4.10.3	7/28/2010	Executive Compensation (Question 1) Executive Compensation (Question 2) Executive Compensation Name Executive Compensation Name (5 executive title fields) Executive Compensation Position Tile (5 repeated fields) Executive Compensation Total Compensation Amount for the Entity's last complete fiscal year (5 repeated fields)  Proceeding (Question 1) Proceeding (Question 2) Proceeding (Question 3) Proceeding Date Instrument ID Instrument Number Proceeding Type Code Disposition Description Proceeding Description Item ID Added Primary/Alternate POC for Proceedings within POC Type Table  Modify Zip/Postal Code Modify Zip + 4/Postal Code
20	4.10.2	5/23/2010	Modified Location Number of Employees and Number of Employees

19	4.10.1.2	4/26/2010	Marked Business Types inactive: E6 Architecture and Engineering (A&E) B1 Construction Firm 95 Research and Development 77 Service Provider
18	4.09.2	6/3/2009	Removed "Code A8 should not be used with code M8." under Business types on page 5
17	4.09.2	5/13/2009	Added link for NAICS Code lookup
16	4.09.2	4/1/2009	Added Excluded Parties List Certification Modified Federal Debt Flag
15	4.08.2.3	1/16/2009	Added Austin Tetra data elements
14	4.08.2.2	9/24/2008	Added Disaster Relief Registry elements
13	4.08.02	8/4/2008	Added Business Types: G3 Alaskan Native Servicing Institution (ANSI) G5 Native Hawaiian Servicing Institution (NHSI) Changed Usage to Optional: Location Average Annual Receipts Changed Location Number of Employees Added No Public Display field name Modified Appendix A Note A1.
12	4.08.01.2	5/7/2008	Added Foreign Province field Added text "and special characters" to MPIN verbiage
11	4.08.01	4/10/2008	Deleted: Zero is not permitted as average employee total from the previous year.
10	4.07.3.4	2/6/2008	SJR-0021-08 Corrected 80 Hospital and KM Planning Commission as two separate business types. Corrected spelling A2 business type: "Woman-owned" Updated 60 and ZR business types: Mandatory
9	4.07.3.4	12/3/2007	Added: None Modified: "Revenue" changed to "Receipts", Minor changes to Organization Types and Business Types; Number of NAICS allowed Deleted: Removed Organization Type 2U
8	4.07.3.3	11/5/2007	Added: Barrels Capacity, Megawatt Hours, Barrels Capacity Modified: None Deleted: None

**Field Name: ABA Routing ID****Usage:** Conditional**Type:** Numeric**Length:** 9**Multiple:** No**Rules:** Any valid 9-digit number contained in the American Bankers Association list of valid financial institutes for Electronic Funds Transfer (EFT) payments. Must be used for USA trading partners.**Field Name: Account Number****Usage:** Conditional **Type:** Alphanumeric and Symbols**Length:** 30**Multiple:** No**Rules:** Any valid number containing an account number of valid financial institutes checking or savings account. Must be used for USA trading partners.**Field Name: Account Type****Usage:** Conditional**Type:** Alphanumeric**Length:** 1**Multiple:** No**Rules:** A "C" for checking or "S" for saving. Note: Must be entered if a financial institute was entered.**Field Name: Area****Usage:** Conditional**Type:** Alphanumeric**Length:** 50**Multiple:** Yes**Rules:** Combines with DR Registry Control Code to specify Area Served for the Disaster Relief Registry. Data values will be an MSA number, State Code, County Code or empty when the DR Registry Control Code is "ANY".**Field Name: Austin Tetra Number****Usage:** Optional**Type:** Integer**Length:** 10**Multiple:** No**Rules:** Austin-Tetra Universal Supplier ID Number (A-T Number)**Field Name: Austin Tetra P-Card Flag****Usage:** Optional**Type:** Character**Length:** 1**Multiple:** No**Rules:** P-Card Merchant Flag (Y or Blank)

**Field Name: Austin Tetra Parent Number****Usage:** Optional**Type:** Integer**Length:** 10**Multiple:** No**Rules:** Parent A-T Number**Field Name: Austin Tetra Ultimate Number****Usage:** Optional**Type:** Integer**Length:** 10**Multiple:** No**Rules:** Ultimate Parent A-T Number**Field Name: Authorization Date****Usage:** Conditional**Type:** Numeric**Length:** 8**Multiple:** No

**Rules:** Effective date of EFT account authorization in MMDDYYYY format. This date will be displayed in MM/DD/YYYY format. Note: Authorization Date will be entered automatically each time the CCR registration is updated/renewed. The Authorization Date will be the same as the date updated. Authorization Date must be present if an ABA Routing Number/financial institute was entered.

**Field Name: Average Annual Receipts****Usage:** Mandatory**Type:** Numeric**Length:** 15

**Rules:** From 1- to 15-digit numeric value, no imbedded spaces. Average yearly receipts for the past three years for all world wide affiliates, branches, etc. No decimals, rounded to the nearest dollar. This number must be equal to or greater than the Location Average Annual Receipts number.

**Field Name: Barrels Capacity****Usage:** Optional**Type:** Numeric**Length:** 38

**Rules:** A number showing Barrels per Day of Operational Atmospheric Crude Oil Distillation capacity of all affiliates of a registrant using the following NAICS code.

324110

This number is used in the Small Business determination by the Small Business Administration (SBA).

**Field Name: Bonding Level****Usage:** Optional**Type:** Numeric**Length:** 38

**Rules:** The dollar value of a Service or Construction Bond. Used in the Disaster Relief Registry. This is reported in Extracts in the CCR Numbers section with the Code BL as shown here:

BL	1	Construction Bonding Level, Per Contract (dollars)
BL	2	Construction Bonding Level, Aggregate (dollars)
BL	3	Service Bonding Level, Per Contract (dollars)
BL	4	Service Bonding Level, Aggregate (dollars)

**Field Name: Business Start Date****Usage:** Mandatory**Type:** Numeric**Length:** 8

**Rules:** Full 8-digit numeric value, no spaces. In MM/DD/YYYY format. Date business was started or acquired. Note: EDI format is YYYYMMDD

**Field Name: Business Types****Usage:** Mandatory/Optional**Type:** Alphanumeric**Length:** 2**Multiples:** No

**Rules:** Any valid 2-position text character, no leading spaces, must be uppercase. Must be from list of valid Business types. Only one is mandatory. See NOTE A1.

Use of only one of these three business types is mandatory.

Type	Name
V2	Grants
VN	Contracts
VW	Contracts and Grants

These Business Types are set by the U.S. Small Business Administration (SBA) and cannot be selected by the registrant directly.

Type	Name
A4	SBA Certified Small Disadvantaged Business
A6	SBA Certified 8(a) Program Participant
JT	SBA Certified 8(a) Joint Venture
XX	SBA Certified Hub Zone Firm

This business type is set or reset by AbilityOne.

A7	AbilityOne (formerly JWOD) Nonprofit Agency
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The rest of the Business Types are all self-selected.

**(Modified v4.11.1)**

Type	Name
05	Alaskan Native Corporation Owned Firm
12	U.S. Local Government
1A	Minority Institution
1B	Tribally Owned Firm
1D	Small Agricultural Cooperative
1R	Private University or College
20	Foreign Owned and Located
23	Minority-Owned business
27	Self-Certified Small Disadvantaged Business
2F	U.S. State Government
2R	U.S. Federal Government
2U	Other Not-for-Profit Organization
2X	For-Profit Organization
3I	Tribal Government
6D	Domestic Shelter
77	<del>Service Provider</del> <b>Inactive April 2010</b>
80	Hospital
86	Interstate Entity
8B	Housing Authorities Public/Tribal
8U	Native Hawaiian Organization Owned Firm
95	<del>Research and Development</del> <b>Inactive April 2010</b>
A2	Woman-Owned Business
8A	Women-Owned Small Business <b>(Added 4.11.1)</b>
8W	<b>(Modified 4.11.1)</b>
8E	Economically Disadvantaged Women-Owned Small Business <b>(Added 4.11.1)</b>
8C	Joint Venture Women-Owned Small Business <b>(Added 4.11.1)</b>
8D	Joint Venture Economically Disadvantaged Women-Owned Small Business <b>(Added 4.11.1)</b>
A3	Labor Surplus Area Firm
A5	Veteran Owned Business
A8	Nonprofit Organization
<del>B1</del>	<del>Construction Firm</del> <b>Inactive April 2010</b>
<del>B9</del>	<del>Large Business</del>
BZ	Foundation

C6	Municipality
C7	County
C8	City
E6	<del>Architecture and Engineering (A&amp;E)</del> Inactive April 2010
FO	Township
FR	Asian-Pacific American Owned
FY	Veterinary Hospital
G3	Alaskan Native Servicing Institution (ANSI)
G5	Native Hawaiian Servicing Institution (NHSI)
G6	1862 Land Grant College
G7	1890 Land Grant College
G8	1994 Land Grant College
G9	Other than one of the preceding
GW	Hispanic Servicing Institution
H2	Community Development Corporation
H6	School District
HB	Historically Black College or University (HBCU)
HK	Community Development Corporation Owned Firm
HQ	DoT Certified Disadvantaged Business Enterprise
HS	Tribal College ( <del>other than 1994</del> )
KM	Planning Commission
LJ	Limited Liability Company
M8	Educational Institution
MF	Manufacturer of Goods
MG	Local Government Owned
NB	Native American Owned
NG	Federal Agency
OH	State Controlled Institution of Higher Learning
OW	American Indian Owned
OY	Black American Owned
PI	Hispanic American Owned
QF	Service Disabled Veteran Owned
QU	Veterinary College
QW	Federally Funded Research and Development Corp.
QZ	Subcontinent Asian (Asian-Indian) American Owned
T4	Port Authority
TR	Airport Authority
TW	Transit Authority



UD	Council of Governments
XS	S Corporation
XY	Indian Tribe (Federally Recognized)
ZR	Inter-Municipal
ZW	School of Forestry

Choosing 3I – Tribal Government will also set Organization Type to ZZ – Other.

**Field Name: CAGE Code**

**Usage:** Conditional

**Type:** Alphanumeric

**Length:** 5

**Rules:** Full 5-character alphanumeric value, no spaces. Must meet CAGE validation check. If USA profile and left blank, then a CAGE Code will be assigned by the Defense Logistics Information Services. Mandatory if non-USA profile. Must be in uppercase format.

**Field Name: City**

**Usage:** Mandatory

**Type:** Alphanumeric

**Length:** 35

**Rules:** Any valid alpha text representing a city name where the business resides. Must be in uppercase format, no leading spaces.

**Field Name: Company Name/Legal Business Name**

**Usage:** Mandatory

**Type:** Alphanumeric

**Length:** 120

**Rules:** Any valid text character, the legal name of the business. Uppercase format, no leading spaces.

**Field Name: Company Security Level**

**Usage:** Optional

**Type:** Numeric

**Length:** 2

**Rules:** Full 2-digit numeric value, no spaces. Use: 90-Government Non-Classified, 92-Government Confidential, 93-Government Secret, 94-Government Top Secret.

**Field Name: Corporate Web Page URL**

**Usage:** Optional

**Type:** Alphanumeric

**Length:** 200

**Rules:** Any freeform text up to 200 characters. Both upper and lower cases are acceptable.

**Field Name: Correspondence Flag****(Modified v.4.10.3)****Usage:** No longer collected**Type:** Alpha**Length:** 1**Rules:** Single alpha character: M = US Mail, F = Fax, and E = Email. Used to discern the preferred correspondence type.**Field Name: Country Code****Usage:** Mandatory**Type:** Alpha**Length:** 3**Rules:** Any valid 3-character country code found in the ISO3166 standard. Must be uppercase format.**Field Name: Country of Incorporation****Usage:** Conditional**Type:** Alpha**Length:** 3**Rules:** Full 3-character ISO3166 standard country code, no spaces. Mandatory for profiles incorporated in a foreign territory and not in the USA.**Field Name: County Code****Usage:** Optional**Type:** Alphanumeric**Length:** 5**Rules:** A code for a county within a state used to designate an Area Served in the Disaster Relief Registry. County Codes are interpreted in CCR displays. An interpretation of the County Code list is available for CCR Extract and CCRXML users in a downloadable format.**Field Name: Credit Card Usage: Optional****Type:** Alpha**Length:** 1**Rules:** One-character alpha value, no spaces. Use: Y for will do business with a Government credit card and N, the default, for will not do business with a credit card.**Field Name: Disposition Description****(Added v.4.10.3)****Usage:** Conditional**Type:** Alphanumeric**Length:** 50**Multiple:** No**Rules:** Dispositions on drop-down list: Conviction/Finding of Fault, Other acknowledgment of fault**Field Name: Division Name****Usage:** Optional

**Type:** Alphanumeric

**Length:** 60

**Rules:** Any valid text characters used as a name field, from 1 to 60 in uppercase and no leading spaces. Used to identify a division of a larger company.

**Field Name: Division Number**

**Type:** Alphanumeric

**Length:** 10

**Rules:** Any valid text characters from 1 to 10 in uppercase and no leading spaces. Used to identify a division by number of a larger company.

**Field Name: Doing Business As (DBA)**

**Usage:** Optional

**Type:** Alphanumeric

**Length:** 60

**Rules:** Any valid text characters used as a name field, from 1 to 60 in uppercase and no leading spaces. Must differ from legal business name.

**Field Name: DR Registry Control Code**

**Usage:** Optional

**Type:** Alphanumeric

**Length:** 3

**Rules:** Disaster Relief Registry identification of the Area Served value. Codes are as follows:

CODE	Area Served value will be:
ANY	Blank
CTY	County ID
MSA	MSA (Metropolitan Statistical Area ) Number
STA	State Code

**Field Name: Dun and Bradstreet Data Universal Numbering System (DUNS)**

**Usage:** Mandatory

**Type:** Numeric

**Length:** 9

**Rules:** Full 9-digit numeric, no spaces. Valid at D&B.

**Field Name: DUNS + Four**

**Usage:** Optional

**Type:** Alphanumeric

**Length:** 4

**Rules:** Full 4-character uppercase alphanumeric value, no spaces. Address must be equal to that of a DUNS record with a plus4 of spaces (Primary Profile). Used for multiple EFT remittance locations. CAGE Code must also differ from the primary profile record.

**Field Name: Email**

**Usage:** Conditional

**Type:** Alphanumeric

**Length:** 80

**Multiple:** Yes (2)

**Rules:** Email address. Note: See POC/Numbers field for type of contacts associated with this number. See Note A3. Both upper and lower cases are acceptable.

**Field Name: Employer Identification Number (EIN)**

[Also referred to as Taxpayer Identification Number (TIN) at times]

**Usage:** Conditional

**Type:** Numeric

**Length:** 9

**Rules:** Full 9-digit numeric, no spaces. Mandatory for USA non-government profiles only.

**Field Name: Excluded Parties List Certification**

**Usage:** Mandatory, provided by EPLS

**Type:** Alpha/symbol

**Length:** 3/1

**Rules:** Excluded Parties List Certification tracks status of debarment, if any, of the CCR Registrant as checked via their DUNS number. This flag set to D (Debarred) will indicate that the registrant has been debarred, declared ineligible from receiving Federal contracts, as shown by records at the Excluded Parties Listing System (EPLS) (<https://www.epls.gov/>). This flag will show in the detail profiles within CCR. A non-entry will indicate that this registrant's DUNS number was not found at EPLS showing debarment. This is tracked in CCR and reported in CCRXML and CCR Extracts as an External Certification with identifier EPL.

**Field Name: Executive Compensation (Question 1)**

**(Added v4.10.3)**

**Usage:** Mandatory

**Type:** Alpha

**Length:** 1

**Rules:** One-character alpha value, no spaces. In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? Answer Y for yes or N for no.

**Field Name: Executive Compensation (Question 2)**

**(Added v4.10.3)**

**Usage:** Conditional

**Type:** Alpha

**Length:** 1

**Rules:** One-character alpha value, no spaces. Does the public have access to information about the compensation of the executives in your business or organization (the legal

entity to which this specific CCR record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? Answer Y for yes or N for no.

**Field Name: Executive Compensation Name** (Added v4.10.3)

**Table:** CCR-COMPENSATION

**Usage:** Conditional

**Type:** Alphanumeric

**Length:** 60

**Multiple:** Yes

**Rules:** Name of one of the five most highly compensated executives in registered organization including parent organization, all branches, and all affiliates worldwide.

**Field Name: Executive Compensation Name (5 executive title fields)**(Added v4.10.3)

**Usage:** Conditional

**Type:** Alphanumeric

**Length:** 60

**Multiple:** Yes

**Rules:** Name of one of the five most highly compensated executives in registered organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs).

**Field Name: Executive Compensation Position Title (5 repeated fields)**(Added v4.10.3)

**Usage:** Conditional

**Type:** Alphanumeric

**Length:** 20

**Multiple:** Yes

**Rules:** Position title of executive named in Executive Compensation Name

**Field Name: Executive Compensation Total Compensation Amount for the Entity's last complete fiscal year (5 repeated fields)** (Added v4.10.3)

**Usage:** Conditional

**Type:** Numeric

**Length:** 26

**Rules:** Total Compensation Amount for the Entity's last complete fiscal year. No decimals, rounded to the nearest dollar. The amount field will accept 19 numeric characters, and then six commas and a dollar sign are added. Total characters is 26.

**Field Name: Expiration Date**

**Usage:** Mandatory

**Type:** Numeric

**Length:** 8

**Rules:** Full 8-position numeric date field in YYYYMMDD format. The date the registration will expire. This date will change with each update transaction processed against the TPP. Display format MM/DD/YYYY.

**Field Name: FAX US only****Usage:** Conditional**Type:** Numeric**Length:** 30**Multiple:** Yes (2)

**Rules:** FAX Number is the number used for a USA location. This number is a full 10-digit number including the area code in (xxx)xxx-xxxx format. Note: See POC/Numbers field for type of contacts associated with this number. See Note A3.

**Field Name: Federal Debt Certification****Usage:** Mandatory, provided by IRS**Type:** Alpha/symbol**Length:** 3/1

**Rules:** Federal Debt Certification (Flag) will track status of an outstanding Delinquent Federal Debt owed by the CCR Registrant. This flag set to Yes will indicate that the registrant has been determined to have a *delinquent* obligation owed to the U. S. Federal Government as shown by records at the Department of the Treasury. This Yes/No/[-] flag will show in the detail profiles within CCR. No will mean the Treasury Department found no delinquent obligation. A non-entry [-] will indicate that this registrant has not yet been verified with Treasury. Foreign registrations are not verified. This is tracked in CCR and reported in CCRXML and CCR Extracts as an External Certification with identifier DFD.

**Field Name: Federal Supply Class (FSC)****Usage:** Optional**Type:** Numeric**Length:** 4**Multiple:** Yes – limit 10

**Rules:** Any valid 4-position Federal Supply Classification code. No spaces.

**Field Name: Fiscal Year End Close Date****Usage:** Mandatory**Type:** Numeric**Length:** 4

**Rules:** Full 4-digit numeric value, no spaces. In MM/DD format. Date business accounting period closes. Note: EDI format inserts current year: YYYYMMDD.

**Field Name: Foreign Province****Usage:** Optional, No Edits.**Type:** Alphanumeric**Length:** 50

**Rules:** Stores province or other political subdivision (state, county, parish, department, etc.) data if applicable. This is for countries other than USA and Canada. The USA and Canada will continue to use the two character State/Province field already in CCR.

**Field Name: Highest Employee Security Level**

**Usage:** Optional

**Type:** Numeric

**Length:** 2

**Rules:** Full 2-digit numeric value, no spaces. Use: 90-Government Non-Classified, 92-Government Confidential, 93-Government Secret, 94-Government Top Secret.

**Field Name: Instrument ID**

**(Added v4.10.3)**

**Usage:** Conditional

**Type:** Alphanumeric

**Length:** 10

**Multiple:** No

**Rules:** Instrument available in drop-down list: U.S. Federal issued contract, U.S. Federal issued grant / assistance instrument, State issued contract, and State issued grant.

**Field Name: Instrument Number**

**(Added v4.10.3)**

**Usage:** Conditional

**Type:** Alphanumeric

**Length:** 50

**Multiple:** No

**Rules:** Official number of the proceeding as assigned by instrument

**Field Name: Item ID**

**(Added 4.10.3)**

**Usage:** Conditional

**Type:** Numeric

**Length:** 38

**Multiple:** No

**Rules:** Used as a unique primary record key

**Field Name: Location Average Annual Receipts**

**Usage:** Optional

**Type:** Numeric

**Length:** 15

**Rules:** From 1- to 15-digit numeric value, no imbedded spaces. Average yearly receipts for the past three years *for this location*. No decimals, rounded to the nearest dollar. This number must be less than or equal to the Average Annual Receipts number.

**Field Name: Location Number of Employees**

**(Modified v4.10.2)**

**Usage:** Optional

**Type:** Numeric

**Length:** 4

**Rules:** From 1- to 4-digit numeric value, no imbedded spaces. Must be less than or equal to the Number of Employees value.

**Field Name: Lockbox Number**

**Usage:** Optional

**Type:** Alphanumeric

**Length:** 20

**Multiple:** No

**Rules:** Any valid alphanumeric value assigned by a financial institute. Note: Can only be entered if a financial institute was entered.

**Field Name: Marketing Partner Identification Number (MPIN)**

**Usage:** Mandatory

**Type:** Alphanumeric

**Length:** 9

**Multiple:** No

**Rules:** A 9-character alphanumeric field; must include at least one alpha and one numeric character. Spaces and special characters are not allowed.

**Field Name: Megawatt Hours**

**Usage:** Optional

**Type:** Numeric

**Length:** 38

**Rules:** A number showing total Megawatt Hours (MWH) for the preceding fiscal year of all affiliates of a registrant using one of the following NAICS codes.

221111, 221112, 221113, 221119, 221121, 221122

This number is used in the Small Business determination by the SBA.

**Field Name: MSA (Metropolitan Statistical Area)**

**Usage:** Optional

**Type:** Alphanumeric

**Length:** 4

**Rules:** A code for a metropolitan area that may span county or state borders and is used in the Disaster Relief Registry to designate an area served. MSAs are interpreted in CCR displays. An interpretation of the MSA code list is available for CCR Extract and CCRXML users in a downloadable format.

**Field Name: No Public Display**

**Usage:** Conditional

**Type:** Alpha

**Length:** 1

**Multiple:** No

**Rules:** A "Y" indicates No Public Display (NPD) in CCR Public Search. A " " or "no value" indicates I authorize my Public Data to be displayed in CCR Public Search.

**Field Name: Non-US Phone Number**

**Usage:** Conditional

**Type:** Alphanumeric

**Length:** 30

**Multiple:** Yes (2)



**Rules:** Non-US Phone Number is the number used for all locations outside of the USA. This number has no set format. Note: See POC/Numbers field for type of contacts associated with this number. See Note A3.

**Field Name: –North American Industrial Classification System (NAICS)**

**Usage:** Mandatory

**Type:** Numeric

**Length:** 6

**Multiple:** Yes – limit 1000

**Rules:** Valid 6-digit codes only. Registrant can look up a NAICS Code here:

<http://www.census.gov/eos/www/naics/>.

**Field Name: Number of Employees**

**(Modified v4.10.2)**

**Usage:** Mandatory

**Type:** Numeric

**Length:** 7

**Rules:** From 1- to 7-digit numeric value, no imbedded spaces. This is worldwide employees for all affiliate, branches, etc. Its value must be equal to or greater than the Location Number of Employees.

**Field Name: Organizational Type**

**Usage:** Mandatory

**Type:** Alphanumeric

**Length:** 2

**Rules:** Full 2-character alphanumeric value, no spaces. Only one Organizational Type allowed. Note: when 2J is selected, then Owner information is also required in the PER01 as OW, PER02 as Name, PER03 as Number.

Type	Name
2J	Sole Proprietorship
2K	Partnership or Limited Liability Partnership
2L	Corporate Entity (Not Tax Exempt)
8H	Corporate Entity (Tax Exempt)
2A	U.S. Government Entity
CY	Country - Foreign Government
X6	International Organization
ZZ	Other

**Field Name: Parent DUNS number**

**Usage:** Optional

**Type:** Numeric

**Length:** 9

**Rules:** Full 9-digit numeric value, no spaces. Received from D&B.

**Field Name: Point of Contact (POC) Name****Usage:** Optional**Type:** Alphanumeric**Length:** 60**Rules:** Any valid name of the point of contact type**Field Name: POC Street Address****Usage:** Mandatory**Type:** Alphanumeric**Length:** 55**Rules:** Any valid street address for the Point of Contact**Field Name: POC Type****(Modified v4.10.3)****Usage:** Conditional/Mandatory/Optional**Rules:** Point of Contact. Any valid text characters, no leading spaces, must be uppercase. See NOTE A2.

<b>Type</b>	<b>Name</b>	<b>Usage</b>	<b>Multiple</b>
RI	Remittance Information	Mandatory	No
B3	Previous Business Name	Optional	No
QW	Government Parent	Optional	No
FE	Mailing Address	Mandatory	No
MJ	Financial Institute	Conditional	No
60	Sales Person (Government Business POC)	Mandatory	Two
R2	Reporting Officer (Past Performance POC)	Optional	Two
ZR	Validating Party (Electronic Business POC)	Mandatory	Two
AF	Authorized Financial Contact (Acct Rec)	Mandatory	No
CE	Certifier (Registrant Name)	Mandatory	No
EA	EDI Coordinator	Conditional	No
IC	Alternate Certifier(Alt. Contact Info-Registrant)	Mandatory	No
OW	Owner (Required for Sole Proprietor)	Conditional	No
CN	Corporate Information	Optional	No
<b>PD</b>	<b>Primary/Alternate Proceeding POCs</b>	<b>Conditional</b>	<b>Yes</b>

**Notes:**

1. EA is mandatory if EDI data is entered.
2. OW is mandatory if corporation type is Sole Proprietor.
3. See also Phone Number, International Phone number, Fax number, and Email data element descriptions.

4. See NOTE A2 at the end of this document.
5. See NOTE A4 at the end of this document.
6. Phone Number, Fax number and email are mandatory for the Government Business POC, Past Performance POC, or Electronic Business POC fields.

**Field Name: Postal Code****Usage:** Optional**Type:** Alphanumeric**Length:** 35**Rules:** Any alphanumeric code in uppercase format. Cannot contain USA ZIP codes. Cannot contain imbedded spaces. Special characters: a dash "-" only.**Field Name: Proceeding Date****(Added v4.10.3)****Usage:** Conditional**Type:** Numeric**Length:** 10**Multiple:** No**Rules:** Date of proceeding in MM/DD/YYYY format.**Field Name: Proceeding Description****(Added v4.10.3)****Usage:** Conditional**Type:** Alphanumeric**Length:** 500**Multiple:** No**Rules:** Description of proceeding. Can be up to 500 words in length.**Field Name: Proceeding (Question 1)****(Modified v4.11.1)****Usage:** Mandatory**Type:** Numeric**Length:** 1**Multiple:** No**Rules:** Is your business or organization, as represented by the DUNS number on this specific CCR record, required to provide information regarding responsibility or qualification matters in accordance with a federal solicitation, contract, or assistance action? For more information, see the [CCR Online Help](#). (Yes or No)**Field Name: Proceeding (Question 2)****(Added v4.10.3)****Usage:** Conditional**Type:** Numeric**Length:** 1**Multiple:** No**Rules:** Does your business or organization (represented by the DUNS number on this specific CCR record) have current active federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000? (Yes or No)

**Field Name: Proceeding (Question 3)****(Modified v4.11.1)****Usage:** Conditional**Type:** Numeric**Length:** 1**Multiple:** No

**Rules:** Within the last five years, has your business or organization (represented by the DUNS number on this specific CCR record) and/or any of its principals, in connection with the award to or performance by your business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault? (Yes or No)

**Field Name: Proceeding Type Code****(Added v4.10.3)****Usage:** Conditional**Type:** Alphanumeric**Length:** 2**Multiple:** No

**Rules:** One of three types: Criminal (CR), Civil (CV), or Administrative (AD).

**Field Name: Product Service Code (PSC)****Usage:** Optional**Type:** Numeric**Length:** 4**Multiple:** Yes - limit 10

**Rules:** Any valid 4-position PSC code. No Spaces.

**Field Name: Registration Date****Usage:** Mandatory, machine generated**Type:** Numeric**Length:** 8

**Rules:** Full 8-position numeric date field in YYYYMMDD format. Date the initial registration was submitted. This date will not change. Display format MM/DD/YYYY.

**Field Name: SIC 2+2 Code****Usage:** No longer collected**Type:** Numeric**Length:** 4**Multiple:** Yes - limit 10

**Rules:** Combined with SIC Code to provide more granularity. Any valid 4-digit D&B SIC 2+2 code suffix. No spaces permitted.

**Field Name: Social Security Number****Usage:** Conditional**Type:** Numeric**Length:** 9**Rules:** Full 9-digit numeric value assigned to an individual by the US Government, used when taxpayer ID number (TIN) is not available. Used only on a USA trading partner profile with an organizational type of "Sole Proprietorship".**Field Name: Standard Industrial Classification (SIC) Code****Usage:** No longer collected**Type:** Numeric**Length:** 4**Multiple:** Yes, 20**Rules:** Four-position SIC code, any valid digit. At least one occurrence must be entered. No spaces allowed.**Field Name: State of Incorporation****Usage:** Conditional**Type:** Alpha**Length:** 2**Rules:** Two-character alpha abbreviation, no spaces. Mandatory for USA profiles only; must be state, province, or territory of the USA.**Field Name: State / Province Code****Usage:** Conditional**Type:** Alpha**Length:** 2**Rules:** Any valid 2-character USA state or possession or any valid Canadian Province. All other countries, this field is left blank.**Field Name: Street Address 1****Usage:** Mandatory**Type:** Alphanumeric**Length:** 55**Rules:** Any valid text characters used as location of the business, from 1 to 55 in uppercase and no leading spaces. The following strings are not acceptable for the Physical Address only: "PO BOX", "PO", "BOX", "C/O", "CO", "CARE OF", "POST OFFICE".**Field Name: Street Address 2****Usage:** Optional**Type:** Alphanumeric**Length:** 55**Rules:** Any valid text characters used as location of the business, from 1 to 55 in uppercase and no leading spaces. This is in addition to the Street 1 address. PO BOX and other items not allowed for line 1 may be entered here.

**Field Name: Total Assets****Usage:** Optional**Type:** Numeric**Length:** 38**Rules:** A number showing in whole dollars the Total Assets of a registrant using one of the following NAICS codes: 522110, 522120, 522130, 522190, 522210, and 522293.

This number is used in the small business determination by the SBA.

**Field Name: US Phone Number****Usage:** Conditional**Type:** Numeric**Length:** 10**Multiple:** Yes (2)**Rules:** Phone Number is the number used for a USA location. This number is a full 10-digit number excluding special or alpha characters: xxxxxxxxxx format. Note: See POC/Numbers field for type of contacts associated with this number. See Note A3.**Field Name: US Phone Ext****Usage:** Optional**Type:** Alphanumeric**Length:** 10**Multiple:** No**Rules:** Any valid telephone extension, if any.**Field Name: Zip/Postal Code****(Modified v4.10.3)****Usage:** Mandatory**Type:** Numeric**Length:** 5**Rules:** Any valid 5-digit Zip code for a USA state or province found in the National Zip and Post Office Directory, Publication 65. Not to be used when TPP is a Non-USA registrant. See also Postal code.**Field Name: Zip + 4/ Postal Code****(Modified v4.10.3)****Usage:** Mandatory**Type:** Numeric**Length:** 4**Rules:** Any valid 4-digit Zip+4 code for a USA state or province. A valid Zip code+4 must be entered.

## APPENDIX A – NOTES

**A1:** When codes 20, 2L, or 8H are used, then the Incorporated State or Incorporated Country must also be used. When 2J, 2K, 2L, 8H, 2A, CY, and X6 are used, then at least one business other than those listed must be used. When LJ or XS is used, then ZZ must be used.

**A2:** The RI - Remittance address is mandatory for all trading partner profiles (TPP). If the TP is a government entity, the registrant must provide a QW-Government to identify the activity or agency of the registrant.

**A3:** The contact type numbers including the USA phone number, Non-US phone number, as well as the Email address are all mandatory fields; the fax number is optional. Only one of the numbers is then mandatory. All four are permitted. These numbers are not permitted unless the POC name is entered.

**A4:** Communication Number (ENE03). For commercial registrants, when ENE01 cites code SC, provide three-character VAN code of the certified VAN providing connectivity to the government for the party identified in the following N1 segment. For Government registrants, identify the site by specifying the data entry placed in the GS02 in interchanges being sent by the site. For those government registrants who are connected to the Government Electronic Commerce Infrastructure (ECI) via either a gateway or the DEBX, identify the site by specifying the “Site GS Code” entry for the registrant.